

STATE OF GEORGIA
PROPOSED RECORDS RETENTION SCHEDULE

<i>This data to be entered by the Records Retention Program</i>	Sheet:	<u>1</u> of <u>2</u>
	Agency Code:	0422
	Schedule #:	2001-0013
	Effective Date:	02/09/2001

Creating

Office: Criminal Justice Coordinating Council (CJCC), Grants Administration Division,
503 Oak Place, Suite 540, Atlanta GA 30349

Jurisdiction(s)

Application **New:** New
Type: **Amend:**

Series Title: Rural Domestic Violence (Rural DV) Grant Program Files

Dates of
Series: 1999 through Ongoing

Access: Open

Function Documented: The CJCC administers the Rural DV Grant program, which provides funding for various local and state victim service projects throughout the State of Georgia. Funding efforts of the Rural DV program are aimed at the prevention of domestic violence in rural areas of the state.

Consists of: Financial documents from sub-grantees, audit reports from site visits, Program/Project overview documentation

Arrangement: Chronological by year, then by sub-grant award number as assigned by CJCC.

Indexed by: Computer indexed in Grants Management Information System (GMIS), then by sub-grant award number.

Retention Requirement: Following closeout, one (1) year on-site, then three (3) years at State Records Center

State Law or Regulation: 0

Federal Law or Regulation: Three (3) years (28 CFR Ch 1 66.42), or until completion of any audit, litigation, claim, negotiation or other action and resolution of all issues which arise from it, whichever is later.

Audit Period: 0

Administrative Need: Four (4) years

Standard Cutoff

Event: Federal Fiscal Year.

STATE OF GEORGIA
PROPOSED RECORDS RETENTION SCHEDULE

<i>This data to be entered by the Records Retention Program</i>	Sheet:	_1_ of _2_
	Agency Code:	0422
	Schedule #:	2001-0013
	Effective Date:	02/09/2001

Total
Retention: Temporary Record - Four (4) years.

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by: L. Gale Buckner (Dir) Director 04/02/01
Agency Head, or Designee (type name and title here) Date

Concur: Eden E. Freeman, Program Director II, April 2, 2007
Creating Office Administrator (type name and title here) Date

Submitted by: Lianne Williams Dep. Dir. 04/02/01
Records Management Officer (type name and title here) Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed: David Carmicheal 4/2/01
David Carmicheal, Secretary of State Designee Date